KWANTLEN POLYTECHNIC UNIVERSITY

0.6% FACULTY PROFESSIONAL DEVELOPMENT FUND
PROCESS AND CRITERIA

1. CRITERIA

All proposals will be assessed against the following criteria:

- Degree to which professional development, performance, expertise and/or career plans of the applicant(s) are enhanced

- Degree to which the proposal is related to the applicant's work at Kwantlen Polytechnic University, including benefits to the applicant, the institution and students.

Institutional priorities will be considered in the assessment of all proposals. Such priorities will assist faculty to remain current and active in their discipline and program. Priorities will be included in the communication calling for proposals.

2. PROCESS

All faculty members are eligible to apply to this fund, though preference will be given to post probationary faculty.

Applications will be accepted 3 times per year:
> February 1
> June 1
> October 1

Applications may be approved for activities that occur in a subsequent fiscal year(s). Activities that extend over multiple years are subject to the requirement to demonstrate suitable progress on the application approved. Failure to comply will result in denial of committed funds.

Applications will be reviewed by a panel of three members of the senior administration and three faculty members appointed by the KFA. This panel will make recommendations to the Senior Administrators responsible for the final approval of applications.

The Senior Administrators' decisions will be communicated to applicants within one month after the submission deadline date.

3. OTHER GUIDELINES

All applications must include a <u>letter of recommendation from the appropriate Dean</u>. The minimum award will be $1,000.

Significant applications are encouraged. Up to one year time release may be approved, in exceptional circumstances.

For applications of $20,000 or less, <u>two letters of reference from faculty colleagues are required</u>. For applications over $20,000, <u>an additional external letter of reference is required</u>.

For applications involving degree completion or equivalent, evidence is required that the applicant has made demonstrable efforts to obtain funding through the host institution.

Should an applicant funded for full-time time release receive a grant, bursary, stipend, salary or other award, Kwantlen will reduce the allocation from this fund so that the total monies received by the faculty member equal the faculty member's full-time salary.

Faculty members receiving funds are expected to continue their employment at Kwantlen Polytechnic University. If they resign, the funds will be recovered as follows:

- Full recovery if subsequent service is one year or less.
- Fifty percent recovery if subsequent service is two years or less, but greater than 1 year.

Within 2 months of completion of any activity funded through this process, the faculty member must submit a report demonstrating the extent to which proposed outcomes were achieved to the Senior Administrators and to their Dean.

Reporting: Generally, deliverables for previous applications must be submitted before further applications to the .6% fund can be approved.

See next page for Funding Guidelines Chart

FUNDING GUIDELINES CHART

CONFERENCES: Applications for travel to conferences will be considered for accepted or invited presenters only; does not cover meals		
Air and Ground transportation	$1,500	Maximum $100 ground transportation to and from airports (provide quote to support your request)
Accommodation	$200	per night - 4 days maximum (provide quote to support your request)
Travel and Accommodation (maximum)	$2,300	
Conference Fees (presentation only)	$750	Provide link to conference
RESEARCH ASSISTANT SALARY: preference will be given to KPU students Calculating the costs associated with hiring a Research Assistant: $2,500 budget for an RA at $15/hour. $15 x 12% benefits (WCB, EU & CPP (8%) plus vacation 4%) = $1.80 for a total cost per hour of $16.80. $2,500 divided by $16.80 = **148 hours**.	$2,500	The maximum RA salary per application is $2,500
INDIVIDUAL DEGREES OR PROGRAMS: If applicant has received Ed Leave at any period for their education, then funding will be capped at 50% for tuition, subject to the maximum funding indicated below. Applications for both time release and tuition are not likely to be approved.		
Maximum tuition for NR1 Faculty	$5,000	within term of contract
Maximum tuition for NR2 Faculty	$10,000	within term of contract
Maximum tuition for Regular Faculty	$20,000	
TIME RELEASE: The cost of Time Release represents a significant contribution of the fund so detailed justification must be provided. Contact your Dean to determine deadlines for Time Release requests. Scholarly/Creative works: Preference will be given to applicants who can demonstrate a commitment from an institution such as a publisher or art gallery that will disseminate their work.		
OTHER FUNDING GUIDELINES: (see below)		
Tuition - Applicants may apply to this fund more than once in a calendar year but will not be funded more than 3 semesters **per application**.		
No retroactive funding		
Students – Fund will not cover student travel, accommodation or similar expenses. See KPU Student Led Research Grants for possible funding opportunity.		
Curriculum development – not covered		
Compensation to KPU students, staff, faculty and administrators to participate in research surveys – not covered		
Materials – typically books, software, and hardware are not covered		
Conference poster presentation – not covered		
Meals – not covered		
Visa fees – not covered		
Travel insurance – not covered		
Mileage - Coverage for mileage will not exceed cost of most reasonable airfare.		
Travel and accommodation for courses or degree completion – typically not covered		
Student expenses such as travel and conference fees – not covered		
Research Assistant – Research papers, conference presentation, or poster presentations will not be covered		
Co-applications/Joint applicants - Each joint applicant must submit a **separate** application that identifies the other applicant(s) and is cross-referenced clearly. Each applicant must articulate his or her role in the project and justify requested funds. Co-investigators from other institutions will not be covered		